



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT  
MANAGEMENT SYSTEM (NIMS)  
FORENSIC GROUP SUPERVISOR**

## FORENSIC GROUP SUPERVISOR

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of Forensic Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Understand and comply with NIMS concepts and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies	E, F, I		

#### 1b. Behavior: Successfully assume the role of Forensic Group Supervisor and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Initiate and maintain division/group activity log: <ul style="list-style-type: none"> <li>• Complete activity log and use to support a common operating picture</li> <li>• Transfer information to additional documents, positions, and displays</li> </ul>	E, F, I		

#### 1c. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Identify kind, type, and quantity of resources necessary to achieve objectives: <ul style="list-style-type: none"> <li>• Consider span of control when determining resource requirements and configurations</li> </ul>	E, F, I		
4. Order necessary resources to achieve division/group objectives: <ul style="list-style-type: none"> <li>• Request additional personnel, supplies, services, and equipment within the established ordering processes</li> </ul>	E, F, I		

#### 1d. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p><b>5. Activate division/group:</b></p> <ul style="list-style-type: none"> <li>● Establish appropriate division/group organization and assign staff responsibilities, while maintaining span of control</li> <li>● Ensure availability of appropriate resources</li> <li>● Conduct supporting activities within operational period</li> <li>● Follow protocol for communicating division/group's daily accomplishments to the Documentation Unit or appropriate personnel</li> <li>● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel</li> <li>● Follow process for resource requests/releases for operational planning purposes</li> <li>● Assign staff or units as appropriate</li> <li>● Participate in planning meetings to determine division/group organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period</li> </ul>	E, F, I		
<p><b>6. Keep supervisor and assigned personnel informed of organizational changes:</b></p> <ul style="list-style-type: none"> <li>● Staff and unit mobilization/demobilization</li> <li>● Any personnel changes</li> </ul>	E, F, I		
<p><b>7. Supervise and adjust division/group organization and operations based on changes in incident situation and resource status:</b></p> <ul style="list-style-type: none"> <li>● Maintain common operating picture throughout the division/group</li> <li>● Provide for functional and geographical supervision as necessary</li> <li>● Ensure effective use and coordination of all assigned resources</li> <li>● Constantly monitor objectives and overall division/group operations for efficacy and safety</li> </ul>	E, F, I		

## 2. Competency: Communicate effectively

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

### 2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>8.</b> Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings as the supervisor outlines; share pertinent division/group information that may affect the team's management of the incident <ul style="list-style-type: none"> <li>● Present: <ul style="list-style-type: none"> <li>○ Changes from the Incident Action Plan (IAP) or relevant plans</li> <li>○ Current conditions, division/group priorities, and special considerations</li> <li>○ Division/group-specific information and instructions</li> <li>○ Special health and safety issues</li> <li>○ Situational assessment</li> </ul> </li> <li>● Receive priorities, goals, and objectives</li> </ul>	E, F, I		
<b>9.</b> Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
<b>10.</b> Prepare for and participate in briefings with other branches, divisions/groups, units, and incident staff: <ul style="list-style-type: none"> <li>● Share and evaluate information with division/group members</li> <li>● Identify safety hazards and mitigation strategies with the Safety Officer</li> <li>● Maintain quality updates for Public Information Officer (PIO)</li> </ul>	E, F, I		

### 2b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>11.</b> Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> <li>● Submit incident narrative to supervisor</li> <li>● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period</li> <li>● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period</li> </ul>	E, F, I		

### 2c. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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<b>12.</b> Communicate priorities and objectives and any changes throughout the division/group: <ul style="list-style-type: none"> <li>● Maintain common operating picture throughout the division/group</li> </ul>	E, F, I		
<b>13.</b> Monitor division/group support status and develop alternate strategies to meet incident objectives: <ul style="list-style-type: none"> <li>● Advise assigned staff of significant changes that may affect them</li> </ul>	E, F, I		
<b>14.</b> Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, property loss or damage): <ul style="list-style-type: none"> <li>● Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action</li> <li>● Ensure the protection of Personally Identifiable Information (PII) while reporting</li> </ul>	E, F, I		
<b>15.</b> Update supervisor on current accomplishments or problems and complete incident forms as necessary.	E, F, I		

## **2d. Behavior: Develop and implement plans**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>16.</b> Support the planning process, including participating in preparation of the IAP and planning meetings for the next operational period, as appropriate: <ul style="list-style-type: none"> <li>● Update division/group on current situation</li> <li>● Assist in determining priorities for next operational period(s)</li> <li>● Determine tasks and work assignments for next operational period(s)</li> <li>● Advise on current capabilities and limitations</li> <li>● Determine resource needs or or excess</li> </ul>	E, F, I		

### 3. Competency: Ensure completion of assigned actions to meet identified objectives

*Description:* Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

#### 3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.	E, F, I		
18. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> <li>• Supervisor's direction</li> <li>• IAP goals and objectives</li> <li>• Other planning goals and objectives</li> </ul>	E, F, I		
19. Hold personnel accountable for the execution of assigned tasks.	E, F, I		
20. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> <li>• Make adjustments in response to new information, changing conditions, or unexpected obstacles</li> </ul>	E, F, I		
21. Manage information postings and respond to requests for assistance.	E, F, I		

#### 3b. Behavior: When in the field, manage crime scenes and direct the processing of forensic evidence, digital and multimedia evidence, and decedents

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
22. Coordinate with Federal, state, local, tribal, and territorial public health agencies to provide support in epidemiological investigations.	E, F, I		
23. Coordinate with medical examiner / coroner system for accurate and timely identification of decedents.	E, F, I, J		
24. Coordinate with the Mass Fatality Management Group regarding the recovery, examination, identification, and release of decedents.	E, F, I		
25. Direct and support Incident, Unified, and Area Commanders in the management of crime scenes.	E, F, I		
26. Direct and support the processing of all physical, digital, or multi-media evidence	E, F, I		
27. Ensure and secure chains of custody for all evidence, as needed.	E, F, I, J		
28. Ensure that proper examinations, analyses, and comparisons are performed in the proper sequence(s).	E, F, I, J		
29. Prevent the loss, contamination, alteration, destruction, or unauthorized release of any evidence or decedents.	E, F, I, J		
30. Safeguard all collected evidence, and control, restrict, and document access to evidence and decedents.	E, F, I, J		

#### 4. Competency: Lead assigned personnel

*Description:* Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

##### 4a. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>31.</b> Comply with relevant health and safety requirements: <ul style="list-style-type: none"> <li>• Direct operations based on health and safety considerations and guidelines</li> <li>• Ensure that assigned personnel follow safety guidelines appropriately</li> <li>• Spot-check operations to ensure compliance with safety considerations</li> </ul>	E, F, I		
<b>32.</b> Ensure accountability of all personnel: <ul style="list-style-type: none"> <li>• Coordinate with assigned personnel to conduct personnel accountability checks</li> <li>• Validate accountability with supervisor</li> </ul>	E, F, I		
<b>33.</b> Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> <li>• Appropriate work/rest ratio</li> <li>• Crisis counseling</li> </ul>	E, F, I		
<b>34.</b> Recognize potentially hazardous situations, inform assigned personnel of hazards, and take precautions to mitigate risk	E, F, I		

##### 4b. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>35.</b> Provide assistance to the Operations Section on matters related to forensic activities as needed.	E, F, I		